6.2.4. Create reserve invoices from pick list

Open the screen via the following path: Produmex > Sales > Create Reserve Invoices from Pick Lists.

Create reserve invoices from pick list
Every pick list created for sales orders with ‘Picked’ or ‘Packed’ status are listed on the screen.



When the *‘Group PickList for the same Sales Order?’* option is ticked, pick lists created for the same sales order will be grouped into one sales invoice.

Click on the ‘Ok’ button to create a reserve invoice from the document(s) on the selected line(s). The reserve invoice will only be created when every line has a tax code.

The pick list is relinked to the reserve invoice and the sales order is automatically closed.

Click on the  icon on the Menu Bar to refresh the screen.

Generated Reserve Invoices
The list of the generated reserve invoices will be displayed on the *‘Generated Reserve Invoices’* screen.



- *Document number*: The number of the A/R invoice.
- *Date*: The date of the creation.
- *Client*: The card code of the customer.
- *Client name*: The name of the customer.
- *Ship to address*: The ship-to address.
- *Total*: The total amount of the invoice.

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